
Facsimile Cover Sheet

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Date: 28 SEP 98
Pages including this cover
page: 1

Subj: YEAR 2000 (Y2K) COMPLIANCE FOR NAVFAC CONTRACTS

Ref: (a) LANTNAVFACENGCOM memo 11100 Code 051 of 3 Sep 98

1. If you have any further questions or need any assistance, please contact Mr. Luke Jackson, LANTNAVFACENGCOM Code 05 Y2K Coordinator, at (757) 322-8425 or DSN 262-8425.

Distribution:

NORTHNAVFACENGCOM (Chuck Grogan/Code 09TF)
ENGFLDACT CHESAPEAKE (Bob Silver/Code 05)
ENGFLDACT MED (Ken Trotman/N5)
OICC NAPLES (CAPT Spore)
OICC NAVHOSP PORTSMOUTH (CDR Kuzio)
ROICC CAMP LEJEUNE (CDR Crum)
ROICC CHERRY POINT (CDR Patterson)
ROICC LITTLE CREEK (Bill Colden)
ROICC NORFOLK (John McLaren)
ROICC NORFOLKNAVSHIPYD (CDR Winsper)
ROICC OCEANA (LCDR Manning)
ROICC YORKTOWN (Rich Mathews)
ROICC ARGENTIA (Bernadette O'Reilly)
ROICC AZORES (Victor Borges)
ROICC GUANTANAMO BAY (LCDR Wilson)
ROICC KEFLAVIK (LCDR Peterson)
ROICC PCA (LT Zulick)
ROICC PRA (LCDR Decker)

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1. For NORTHNAVFACENGCOM/ENGFLDACT, CHESAPEAKE/ENGFLDACT, MED/OICC NAPLES/OICC NAVAHOSP PORTSMOUTH: Please provide the following information:
 - a. Names of two people who will serve as the primary and back-up Y2K coordinators for your Headquarters. These Y2K coordinators will track your ROICC offices' progress towards achieving Y2K Compliance as prescribed by reference (a). Please provide these names by 5 Oct 98.
 - b. Each month report the number of Y2K Compliance Audit System Surveys received to date. This number will be reported each month until each ROICC office has received all of their survey results.
 - c. Report the number of year-end contracts, (i.e. those contracts awarded between 1 Aug and 30 Sep 98) with Y2K amendments. Provide this total by 28 Oct 98.
 - d. Forms and guidance to aid Y2K coordinators in tracking information are available on the Internet at http://www.efdlant.navfac.navy.mil/lantops_05/y2k/index.htm
2. For LANTOPS Field Offices: Please provide the following:
 - a. Report when all Y2K survey letters have been sent to contractors.
 - b. Each month report by contract the number of Y2K Compliance Audit System Surveys received to date. This number will be reported each month until each ROICC office has received all of their survey results.
 - c. Report by contract the number of year-end contracts, (i.e. those contracts awarded between 1 Aug and 30 Sep 98) with Y2K amendments. Provide this total by 28 Oct 98.
 - d. Y2K coordinators may use the Filemaker Pro Databases available on the Code 05 Y2K Website to aid in tracking Y2K Compliance. Forms and guidance are available for download at http://www.efdlant.navfac.navy.mil/lantops_05/y2k/index.htm
3. On 28 Oct 98, and on the 28th of each month thereafter, the above information is to be sent to Mr. Luke Jackson, Code 051 Y2K Coordinator. The information may be submitted electronically or via fax. Mr. Jackson will brief LANTDIV Project Operations Officer on our progress towards achieving Y2K Compliance on active construction contracts. If you have any questions or comments about this memo please call Mr. Jackson at (757) 322-8425, DSN - 262-8425 or e-mail him at JacksonJL@efdlant.navfac.navy.mil.